

VILLAGE OF BROOKFIELD
BROOKFIELD, ILLINOIS 60513

BROOKFIELD VILLAGE BOARD – COMMITTEE OF THE WHOLE MEETING

Tuesday, May 27, 2008

**7:00 p.m. or Immediately following Village Board Meeting
Edward Barcal Hall
8820 Brookfield Avenue
Brookfield, IL 60513**

AGENDA

- I. Discussion** - Comprehensive Annual Financial Report
- II. Discussion** – Outdoor Café Liquor Ordinance
- III. Discussion** – OSLAD Change #2
- IV. Addresses from the Audience** – Any member of the audience who wishes to address the President and Village Board may do so at this time
- V. Adjournment**



COMMITTEE ITEM MEMO

ITEM: COMPREHENSIVE ANNUAL FINANCIAL REPORT
COMMITTEE DATE: May 27, 2008
PREPARED BY: Riccardo F. Ginex, Village Manager *R.F. Ginex*
PURPOSE: Presentation of the 2007 Draft Audit
BUDGET AMOUNT: N/A

BACKGROUND:

Our Auditor's, Lauterbach & Amen, LLP, have concluded our audit of the financial statements of the Village for the stub year ended December 31, 2007. Mr. Ronald J. Amen will make a presentation of the draft audit.

ATTACHMENTS:

1. Draft 2007 Audit as separate attachment.

STAFF RECOMMENDATION:

None

REQUESTED COURSE OF ACTION:

Review for final report to be completed by June 30, 2008.



COMMITTEE ITEM MEMO

ITEM: Board Discussion of Outdoor Café and Liquor License Ordinances

COMMITTEE DATE: May 27, 2008

PREPARED BY: Keith Sbiral, AICP, Assistant Village Manager

A handwritten signature in black ink, appearing to be "KS", written over the printed name.

PURPOSE: Discuss enforcement and potential modifications to Outdoor Café regulations.

BUDGET AMOUNT: N/A

BACKGROUND:

Following 2008 application period and enforcement relative to outdoor cafes and related liquor licenses, several Village Trustees voiced concern with the standards and requirements in the existing code. Staff seeks direction with respect to potential code modifications for both Outdoor Café sections of the Village Code as well as the related sections in the Liquor Code.

ATTACHMENTS:

-
1. Village Code of Ordinances relative to both Outdoor Cafes and Liquor Code for Outdoor Cafes.

STAFF RECOMMENDATION:

Staff is seeking direction from the Board to determine what end goals are desired for potential code modifications. Staff will then draft code amendments for review at a subsequent meeting.

REQUESTED COURSE OF ACTION:

The Board of Trustees will be presented with a formal ordinances based on input at a subsequent meeting of the Board of Trustees for formal Board consideration.

ORDINANCE NO. 94- 27

AN ORDINANCE TO AMEND CHAPTER 3, SECTION 28,
OF THE VILLAGE CODE OF THE VILLAGE OF
BROOKFIELD, ILLINOIS

PASSED AND APPROVED BY
THE PRESIDENT AND BOARD OF TRUSTEES
THE 13th DAY OF June, 1994.

Published in Pamphlet form by
Authority of the Corporate
Authorities of the Village of
Brookfield, Illinois
this 14th day of June, 1994.

AN ORDINANCE TO AMEND CHAPTER 3, SECTION 28,
OF THE VILLAGE CODE OF THE VILLAGE OF
BROOKFIELD, ILLINOIS

BE IT ORDAINED BY THE VILLAGE PRESIDENT AND THE BOARD OF
TRUSTEES OF THE VILLAGE OF BROOKFIELD, COOK COUNTY, ILLINOIS, AS
FOLLOWS:

Section 1: That Section 3-28 of Article 2 entitled
"Outdoor Cafes" of Chapter 3 entitled "Alcoholic Liquor" of the
Village Code of the Village of Brookfield, as amended, is hereby
further amended to read as follows:


SEC. 3-28 Outdoor Cafes.

A Class S subsidiary license is required for retail sale of
alcoholic liquor exterior to the regularly licensed premise. This
license will only be issued to establishments that are located in
either commercial or industrial zoned areas of the village.

- A. In commercial or industrial zoned areas of the Village,
Class S licenses will only be issued to licensed
restaurants, where the serving of food is the primary
purpose of the establishment. The outdoor cafe must be
fifty (50) feet from any residences in adjacent
residential zoned areas. This distance to be measured
from the nearest fence of the outdoor cafe to the closest
developed property line.
- B. In commercial or industrial zoned areas, Class S licenses
will only be issued to a licensee where the serving of
food is incidental to the establishment's primary
purpose, the sale of alcoholic liquor; however, the
outdoor cafe must be located two hundred (200) feet from
any residence in adjacent residential areas that distance
being measured from the nearest fence of the outdoor cafe
to the closest developed property line. Except,
however, when the residential district is separated from
the commercial or industrial district by a street, then
and in that case, the outdoor cafe must be located eighty
(80) feet from any residences in adjacent residential
areas and the distance shall be measured from the nearest
fence of the outdoor cafe to the closest residential
structure.

The outdoor cafe must be adequately enclosed with a minimum six (6) foot high fence, wall or enclosure to assure privacy and the control of alcoholic liquors. All alcoholic liquors shall be delivered to the outdoor cafe by an employee or owner, of the licensed premise, with no alcoholic liquors being carried from the regular premise to the outdoor cafe by the customer. All external music from bands, groups, amplification systems or excessive noise must cease in the outdoor cafe at 10:00 p.m. on all days, except Friday, Saturday and legal holidays, when it must cease at 10:30 p.m.

Section 2: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.


VILLAGE PRESIDENT

AYES: Trustees Gage, Gavin, Hall, LeClere, Russ, Sawchuk

NAYS: None

ABSENT: None

PASSED: This 13th day of June, 1994.

APPROVED: This 13th day of June, 1994.

PUBLISHED: This 14th day of June, 1994.

ATTEST:


VILLAGE CLERK

EDUCATIONAL

College, university, junior college	S	S	N	N	N	N
Commercial/trade school	X	S	N	N	N	N
Daycare/nursery school	S	X	X	S	N	S
Tennis/racquetball club	X	S	N	N	N	N
Theater, enclosed	X	S	S	N	N	N

FINANCIAL

Financial institution, with drive-up	X	S	S	X	N	N
Automatic teller, walk-up	X	S	X	X	S	S
Bank, savings & loan, savings bank	X	S	X	X	N	N
Credit union	X	S	X	X	N	N
Currency exchange	X	S	X	X	N	N
Personal loan agency	N	S	S	X	N	N

FOOD SERVICE

Automat, vending machines outside	S	N	N	N	N	N
Automat, vending machines inside	X	X	X	N	N	N
Cafeteria	X	X	X	X	N	N
Carry-out food service	X	X	X	N	N	N
Catering service	X	X	X	X	X	N
Coffee shop, specialty, no on-site roasting	X	X	X	X	X	X
Drive-in food service	X	X	S	X	N	N
Frozen food locker	N	N	S	N	N	N
Ice cream/yogurt shop	X	X	X	X	N	N
Outdoor cafe	X	S	S	X	N	N
Restaurant	X	S	X	X	N	N
Soft drink stand	X	S	S	X	N	S
Tavern	X	S	X	X	N	N
Night club/discotheque, except Adult club or discotheque	S	N	S	N	N	N

HEALTH CARE

Child care institutions	N	N	N	N	N	N
Hospital	N	N	N	N	N	N
Medical/dental laboratory	X	N	S	X	N	N
Mental health clinic	N	N	N	N	N	N
Nursing home	S	N	N	N	N	N
Professional doctor's office/ clinic	X	X	X	X	N	S
Sheltered care home	N	S	N	N	N	N

OFFICE

(Note: Each use is shown twice; once for the first floor and once for floors located above the first floor.)

Accounting, bookkeeping, tax service (first floor)	X	S	X	X	X	X
Accounting, bookkeeping, tax service (above first floor)	X	S	X	X	X	X

Outdoor cafe

VILLAGE OF BROOKFIELD
COOK COUNTY, ILLINOIS 60513

ORDINANCE NO. 2003-19

AN ORDINANCE AMENDING CHAPTER 3 AND CHAPTER 24
CONCERNING SIDEWALK CAFÉ ALCOHOLIC LIQUOR SERVICE

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE
VILLAGE OF BROOKFIELD
THIS 9TH DAY OF JUNE, 2003

Published in pamphlet form
by the authority of the President
and Board of Trustees of the
Village of Brookfield,
Cook County, Illinois this 10th
day of June, 2003.

ORDINANCE NO. 2003-19

AN ORDINANCE AMENDING CHAPTER 3 AND CHAPTER 24
CONCERNING SIDEWALK CAFÉ ALCOHOLIC LIQUOR SERVICE

WHEREAS, pursuant to Section 5/4-1 of the Illinois Liquor Control Act of 1934, 235 ILCS 5/4-1, the Village of Brookfield ("**Village**") is authorized to determine the number and classifications of licenses for the sale and dispensing of alcoholic liquor; and

WHEREAS, pursuant to Section 11-80-2 of the Illinois Municipal Code, 65 ILCS 5/11-80-2, the Village is authorized to regulate the use of streets under its jurisdiction; and

WHEREAS, Chapter 3 of the Code of Ordinances, Village of Brookfield, Illinois, as amended ("**Code**"), concerns the regulations for the sale and dispensing of alcoholic liquor and establishes licenses categories for such sale and dispensing; and

WHEREAS, Section 3-9 of the Code prohibits the possession of open alcoholic liquor beverage containers on public property; and

WHEREAS, Section 3-28 of the Code establishes a subsidiary Class S license category that allows for the sale and dispensing of alcoholic liquor in outdoor cafes situated solely on a licensee's property, subject to certain conditions, including enclosure of the licensee's property's outdoor café area by a 6 foot tall fence or wall; and

WHEREAS, Chapter 24 of the Code establishes an application and permitting process to establish sidewalk cafes, alternatively referred to in the Code as outdoor cafes, in the Village; and

WHEREAS, certain restaurant and tavern owners within the Village do not have adequate property area to establish an outdoor café area to comply with the conditions of the Class S license, but desire to establish outdoor cafes using a portion of public right-of-way; and

WHEREAS, the Village President and Board of Trustees desire to accommodate restaurant and tavern owners desiring to establish outdoor café areas on public right-of-way under the Village's jurisdiction; and

WHEREAS, the Village President and Board of Trustees have determined that creation of a new license category to enable certain restaurant and tavern owners to serve alcoholic liquor on public right-of-way, subject to certain conditions to ensure public health, safety, and welfare, will enhance business for such establishments, increase tax revenues for the Village, and encourage business development in the Village's commercial districts and residential development in adjacent residential districts.

NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BROOKFIELD, COUNTY OF COOK, STATE OF ILLINOIS, as follows:

SECTION 1. Recitals. The foregoing recitals are incorporated as if fully set forth in this Section.

SECTION 2. Amendment to Section 3-9. Section 3-9 of the Code shall be and is hereby amended to be and read as follows:

SEC. 03-9. Possession of alcoholic liquor in public places

Except as otherwise provided in this Chapter 3, No person shall transport, carry, possess or have any alcoholic liquor either within the passenger area of any motor vehicle or on public property, **including without limitation parks, playgrounds, public right-of-way, or building belonging to, or under the control, of the Village,** except in the original package and with the seal unbroken.

SECTION 3. Amendment to Section 3-10. Section 3-10 of the Code shall be and is hereby amended to be and read as follows:

SEC. 03-10. Sale in Village Buildings and Property

No alcoholic liquor shall be sold or delivered in any **public property, including without limitation** park, playground, street **public right-of-way** or building belonging to, or under the control, of the Village without obtaining a Class 8 liquor license **or, in the case of public right-of-way, a Class S1 subsidiary license.** Such license authorizes the retail sale of wine and/or beer only on the specified premises. ~~Such special event licenses are to be granted to local not-for-profit community organizations chartered as such, or government entities, which are dedicated to the realization of local goals which are of direct benefit to the public in general at a picnic, carnival or similar function.~~

~~The boundaries of the licensed premises and the duration of the license shall be established by the Local Liquor Control Commissioner to protect the public health, safety and welfare of the residents of the Village, and shall return the premises after the expiration of the license to its prior condition, including the removal of trash, rubbish and garbage. No alcoholic beverages shall be brought onto or consumed on the premises other than those provided by the licensee under the terms and conditions of the license.~~

SECTION 4. Amendment to Section 3-28. Section 3-28 of the Code shall be and is hereby amended by designating the existing text as Subsection A and creating a new Subsection B that shall be and read as follows:

B. A Class S1 subsidiary license is required for the retail sale and dispensing of alcoholic liquor on any public right-of-way immediately adjacent to and abutting a regularly licensed premises. A Class S1 subsidiary license shall be an additional license issued for an establishment that has also been issued a regular liquor license pursuant to and in accordance with this Chapter 3, and shall only be for the purposes of allowing retail sales and dispensing of alcoholic liquor on any public right-of-way immediately adjacent to and abutting a regularly licensed premises. A Class S1 subsidiary license shall only be issued to establishments, subject to the following conditions:

(1) The applicant has applied for and been granted a permit to operate a sidewalk café pursuant to and in accordance with Chapter 24 of this Code; and

(2) the applicant shall provide evidence to the local liquor control commissioner, at the time of its application for a Class S1 subsidiary license, that the regularly licensed premises and the area on the immediately adjacent to and abutting public right-of-way to contain the sidewalk café are covered by Dram Shop Liability Insurance in maximum limits so as to hold harmless the village, its elected or appointed officials, officers, employees, agents, representatives, and attorneys from all financial loss, damage, or harm, and shall name the village, its elected or appointed officials, officers, employees, agents, representatives, and attorneys as

additional insureds. Such Dram Shop Liability Insurance shall cover all lessees, licensees, or invitees who may use the regularly licensed premises and the immediately adjacent and abutting public right-of-way to contain the sidewalk cafe; alternatively, the applicant may deliver evidence that the lessee, licensee, or invitee carries adequate Dram Shop Liability Insurance in a manner consistent with this Paragraph B(2); and

(3) sidewalk cafés shall only be located on public right-of-way immediately adjacent to and abutting a regularly licensed establishment, subject to the following conditions:

- (a) applicants whose establishments are licensed restaurants, where the serving of food is the primary business purpose, shall only establish such sidewalk cafes at least fifty (50) feet from any residence in an adjacent residentially zoned district, which distance shall be measured from the nearest fence, or other distinguishing feature, of the sidewalk café to the closest developed property line; or
- (b) applicants whose establishments are not licensed restaurants, where the serving of food is not the primary business purpose, but where the serving of alcoholic liquor is the primary business purpose, shall only establish such sidewalk cafes at least two-hundred (200) feet from any residence in an adjacent residentially zoned district, which distance shall be measured from the nearest fence, or other distinguishing feature, of the sidewalk café to the closest developed property line; provided,

however, when the residential district is separated from the commercial or industrial district by a street, in which case, the sidewalk café must be located eighty (80) feet from any residences in adjacent residentially zoned areas, which distance shall be measured from the nearest fence, or other distinguishing feature, of the sidewalk café to the closest residential structure; and

(4) the Local Liquor Control Commissioner may impose such additional conditions and requirements upon a Class S1 subsidiary license that may be reasonable and appropriate to ensure that the public health, safety, welfare, and convenience are protected and preserved; and

(5) a Class S1 subsidiary license term shall run concurrent with the sidewalk café permit and the regular liquor license issued for the establishment. In the event that either a sidewalk permit or a regular liquor license is revoked for an establishment, then the Class S1 subsidiary license for that establishment shall also be revoked.

SECTION 4. Amendments to Section 3-32.

A. Section 3-32 of the Code shall be and is hereby amended by adding the following provisions to the last paragraph of the description for Class 8 liquor licenses, which description shall be and read as follows:

CLASS 8. * * *

The boundaries of the licensed premises and the duration of the license shall be established by the Local Liquor Control Commissioner to protect the public health, safety and welfare of the residents of the Village, and the licensee shall return the premises after the expiration of the license to its prior condition, including the removal of trash, rubbish and garbage. No alcoholic beverages shall be brought onto or

consumed on the premises other than those provided by the licensee under the terms and conditions of the license. The license shall state the place and times at which retail sales may take place. The fee for such license shall be thirty (30) dollars unless waived by the Local Liquor Control Commissioner.

B. Section 3-32 of the Code shall be and is hereby amended by adding the following provisions to the description for Class S liquor licenses, which description shall be and read as follows:

Class S and Class S1: ~~Is a~~ **Are** subsidiary license categories required for the retail sale of alcoholic liquor in locations external to the premises, such as outdoor cafes. No Class S or Class S1 subsidiary license will be issued unless a regular Class 1 through 7 license has been applied for and granted. Each Class S or Class S1 subsidiary license shall be independent of the regular license for purposes of enforcement; provided, however, ~~that~~ if the regular Class 1 through 7 license is revoked, the Class S or Class S1 subsidiary license shall also be revoked.

For holders of Class S or Class S1 subsidiary license, hours during which no liquor shall be sold shall be as follows:

- A. For every day except Friday, Saturday, Sunday and legal holidays, the hours shall be between 10:00 p.m. and 11:00 a.m.
- B. On Friday, Saturday and legal holidays, as established by State Statute, the hours shall be between 11:00 p.m. and 11:00 a.m.

- C. On Sundays, the hours shall be between 10:00 p.m. and 12:00 noon.

The annual fee for Class S or Class S1 subsidiary license is shall be 20% of the regular license fee; for the regular Class 1 through 7, license issued for the regular premises.

SECTION 5. Amendment to Subsection 24-3.D. Subsection 24-3.D of the Code shall be and is hereby amended by adding a new Paragraph 4 that shall be and read as follows:

- 4. In the event that an applicant for a sidewalk café permit under this Chapter 24 also is seeking a Class S1 subsidiary liquor license, pursuant to and accordance with Chapter 3 of this Code, in addition to any other information required for under this Subsection 24-3.D, such applicant shall also include detailed information on removable perimeter barriers to enclose the proposed sidewalk café area, which barriers, at a minimum shall be three feet tall, and designed to clearly delineate the sidewalk café area from the remainder of the public right-of-way.**

SECTION 5. Effective Date. This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this 9TH day of JUNE, 2003.

AYES: Trustees Brennan, Garvey, Ketchmark, Harps & Dorobiala

NAYES: None

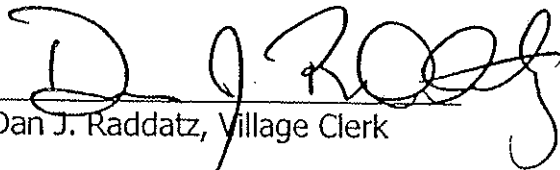
ABSENT: Trustee Stevanovich

APPROVED this 9TH day of JUNE, 2003



Bill Russ, Village President

ATTEST:




Dan J. Raddatz, Village Clerk



COMMITTEE ITEM MEMO

ITEM: OSLAD Change Order Number Two

COMMITTEE DATE: May 27, 2008

PREPARED BY: Keith Sbiral, AICP, Assistant Village Manager 

PURPOSE: Outline the second change order for the OSLAD park project and provide a brief update of the progress of the park project.

BUDGET AMOUNT: \$48,962.31

BACKGROUND:

Over the past two years the Village has been planning and executing the construction of a park with the assistance of OSLAD funding. The Ehler Park expansion project has been in the construction phase since the fall of 2007. During the original park planning it was determined that no Metropolitan Water Reclamation District (MWRD) permitting would be required. The Village was subsequently informed of two issues:

1. MWRD permitting would be required and additional stormwater detention would be needed to meet MWRD standards.
2. The Village previously failed to obtain MWRD permitting for both the Fire Station and the Ehler Park Restroom Facility. Each of these projects must also provide stormwater detention for the previous projects. This project is being handled by Hancock Engineering and will be presented separately to the board.

Staff is requesting Board approval of a change order due to changes in the scope of stormwater management and plan development for the MWRD requirements and permitting. The breakdown of the modified costs are as follows:

The Kenneth Company:	\$36,499.50
Hitchcock Design:	\$ 2,636.81
Hey and Associates:	\$ 9,826.00

Total: \$48,962.31

This work was not budgeted under the original OSLAD proposal and is therefore an unbudgeted item. The Village will need to determine where the money will be appropriated from to cover the expenses associated with the MWRD permitting and work.

ATTACHMENTS:

1. Kenneth Company work estimate dated May 8, 2008.
2. Hitchcock Design work estimate dated May 12, 2008.
3. Hey and Associates work estimate dated March 18, 2008.

STAFF RECOMMENDATION:

Staff recommends the adoption approving Change Order Two.

REQUESTED COURSE OF ACTION:

The Board of Trustees will be presented with a formal ordinance at the June 9, 2008 Board of Trustees meeting for Board consideration.

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KENNETH COMPANY

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THE KENNETH CO.

May 8, 2008

Hitchcock Design Group
Attn: Steve Konters
221 W. Jefferson Ave.
Naperville IL 60540

RE: Jaycee-Ehlert Park extra work.

Extra work per revised grading and drainage plans for MWRD permit set dated 4/21/08.

1. 12" RCP

Bid Quantity - 352 lf.	
Revised Quantity - 297 lf.	
55 lf. @ \$40.00	Credit (\$ 2,200.00)

2. Outlet Control Structures

Reservoir 'A' Base Bid - 4' MH w/restrictor	Credit (\$ 6,000.00)
Revised - 5' MH w/restrictor	Add \$ 7,000.00
Reservoir 'B' Base Bid - Plastic inlet	Credit (\$ 500.00)
Revised - 4' MH w/restrictor	Add \$ 6,000.00

3. Inlet Type 'A' (at NW corner of soccer field, at intersection of 6" PVC and 12" RCP)

Plastic Inlet	Credit (\$ 500.00)
Inlet Type 'A'	Add \$ 1,340.00

4. 6" PVC (from Skate Park Area)

210 lf. @ \$20.00	Add \$ 4,200.00
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5. Trench Backfill

10 cy. @ \$100.00	Add \$ 1,000.00
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6. 6" PVC (at Booce Court)

6 lf. @ \$20.00	Credit (\$ 120.00)
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7. Underdrains

Delete all 6" Perf. Underdrains	
1300 lf. @ \$27.00	Credit (\$35,100.00)
Add 6" Solid PVC	
1225 lf. @ \$22.00	Add \$26,950.00

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KENNETH COMPANY

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8. Plastic Inlets	
9 ea. @ \$500.00	Credit (\$ 4,500.00)
6" PVC risers w/grates, 9 ea. @ \$500.00	Add \$ 4,500.00
9. 3" Micro Channel Drain (at Bocce Courts)	
75 lf. @ \$27.00	Add \$ 2,025.00
10. Reservoir 'A' Excavation	
Additional material to excavate, load & dispose	
of: 758 cy. @ \$42.75	Add \$32,404.50
Net Change to Contract:	\$36,499.50

Sincerely,



Fred Vrtis,
Project Manager/Estimator



Hitchcock Design Group

Creating Better Places®

Brookfield, Village of
8820 Brookfield Avenue
Brookfield, IL 60513

Invoice number 9735
Date 5/12/2008

Meena Beyers
Contract: 04-0802-002
Jaycee-Elhert Park
Scope of Work:

Client ID: 0802

Billing for the period ended April 25 2008

Item Description	Contract Amount	Percent Complete	Billed To Date	Previously Billed	Current Billed
02 Construction Documents	104,000.00	100.00%	104,000.00	101,400.00	2,600.00
Contract total	104,000.00	100.00%	104,000.00	101,400.00	2,600.00

02 Construction Documents

Travel

Activity

Company Car Mileage

	Cost	Mult	Amount
Travel subtotal	32.01	1.15	36.81
Item subtotal			36.81

Invoice total

\$2,636.81

Contract Summary

	Prior	Current	Total
Fee	101,400.00	2,600.00	104,000.00
Service Bureau	1,336.96	0.00	1,336.96
Travel	324.36	36.81	361.17
Total	103,061.32	2,636.81	105,698.13

Payment is due 30 days from date of invoice. Late fees may be applied to past due accounts.

Hey and A.
Water Resources

CHICAGO AND GENEVA, ILLINOIS

26575 W. COMME
VOLO, I.
PHONE:

FAX (847) 740-2888

Post-It® Fax Note	7871	Date	4/10/08	# of pages	1
To	MEENA BEYERS	From	STEVE KONTERS		
Co./Dept.		Co.			
Phone #		Phone #	630.961.1787		
Fax #	708.485.4971	Fax #			

March 18, 2008

Mr. Steve Konters
Hitchcock Design Group
221 West Jefferson Avenue
Naperville, Illinois 60540

Project No.: 07077

Re: Budget Reconciliation
Jaycee Ehlert Park, Brookfield, Illinois

Dear Steve:

Per your request, we have prepared our summary of the additional services performed for the project through February 29, 2008 for your consideration. As you are aware, the additional services costs arise primarily out of the extraordinary level of effort required to address MWRDGC review comments. A summary of those services and costs are provided below:


Perform ongoing coordination with MWRDGC including:

- attendance at meetings,
- written and telephone correspondence with MWRDGC and the Village Engineer,
- prepare and submit permit applications for the project site, coordinate submittals with contiguous ownership parcels,
- prepare and submit stormwater detention computations, and
- revise grading and drainage plans to meet MWRDGC requirements.

Level of effort and fee requested: 89.50 Hours \$9,826.00 (including expenses)

This would make the total fee for MWRDGC related services \$15,494.75 including previously submitted invoices 28635 and 28864. This total is below the original fee estimated for these services of \$19,974 (noting that some of the scope from the original fee estimate is being performed by the Village Engineer). Please feel free to contact us with any questions. We would be happy to meet with you at your earliest convenience to discuss this in more detail.

Sincerely,


Thomas L. Polzin, P.E., CEM
Vice President - Civil Engineering

enclosures